



## Employee Registration with SubFinder

1. Using a touch-tone phone, call SubFinder at *530-668-3833*
2. SubFinder will identify itself and ask you to enter your PIN (Personal Identification Number) followed by the # key. Typically, your PIN will be your Social Security Number. Enter your PIN using the touch pad of your telephone.
3. Once you have entered your PIN and pressed the # key, SubFinder will acknowledge that this is the first time you have called and ask you to *voice your name*. Please say your name clearly, as you want it to be heard by other people using the system. If you are comfortable, please record your phone number also. When you are done speaking, press the # key. After pressing the # key, SubFinder will play your recorded name back to you for verification. If it is correct, press **1**. If you want to re-record your name, press **2** and repeat this step again.
4. Once you have recorded your name and accepted it, SubFinder will play your Main Menu. Please choose option **4 - To Review Personal Information**. If any of the information is incorrect, contact *Lynnell Hopkins* at *530-668-3784*. For further information, please refer to your Employee Reference Card.
5. Congratulations, you are now registered!

**PLEASE NOTE: You must use a touch-tone phone to access the SubFinder system.**